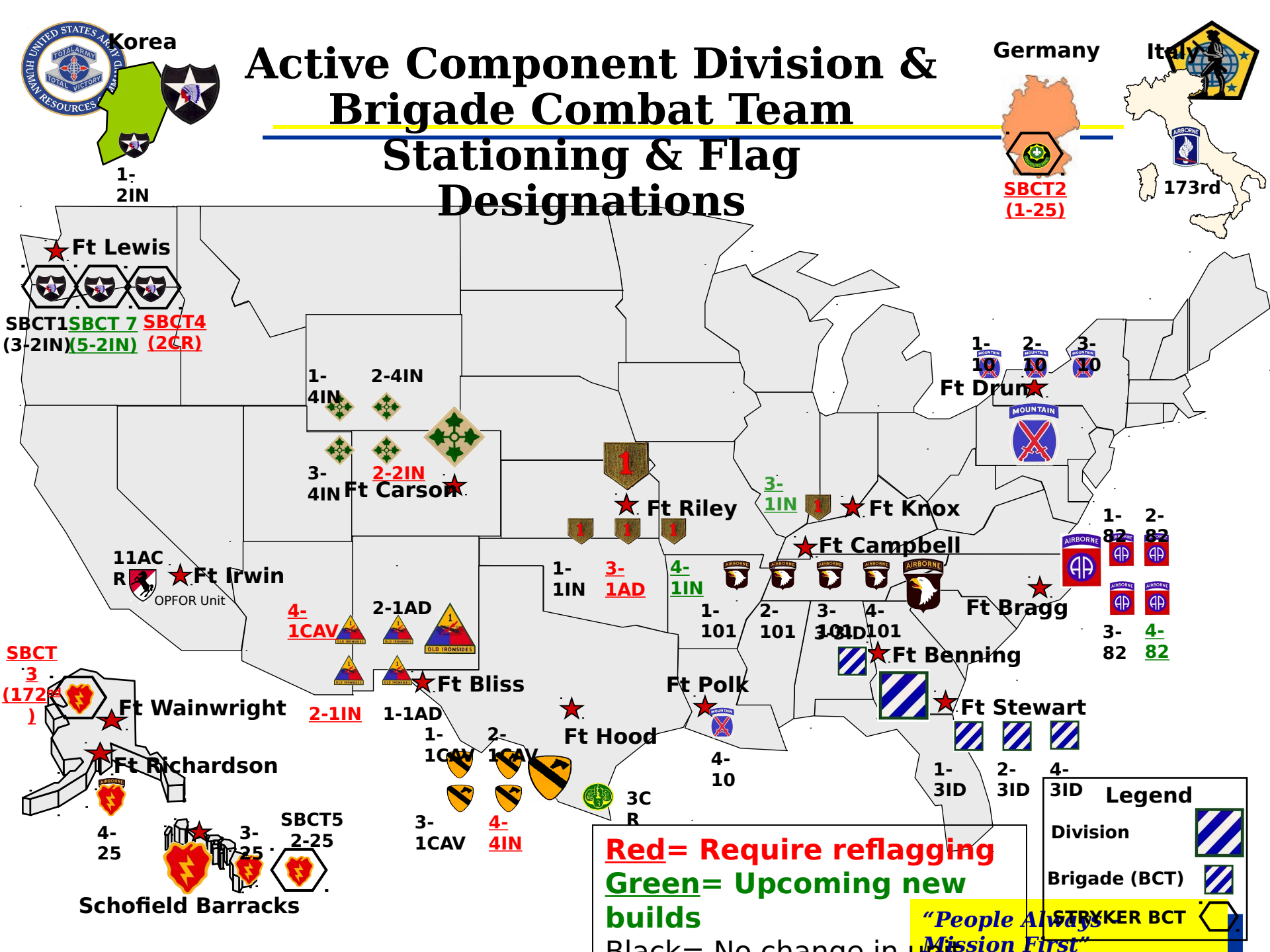
Retention Management Branch

"People Always – Mission First"

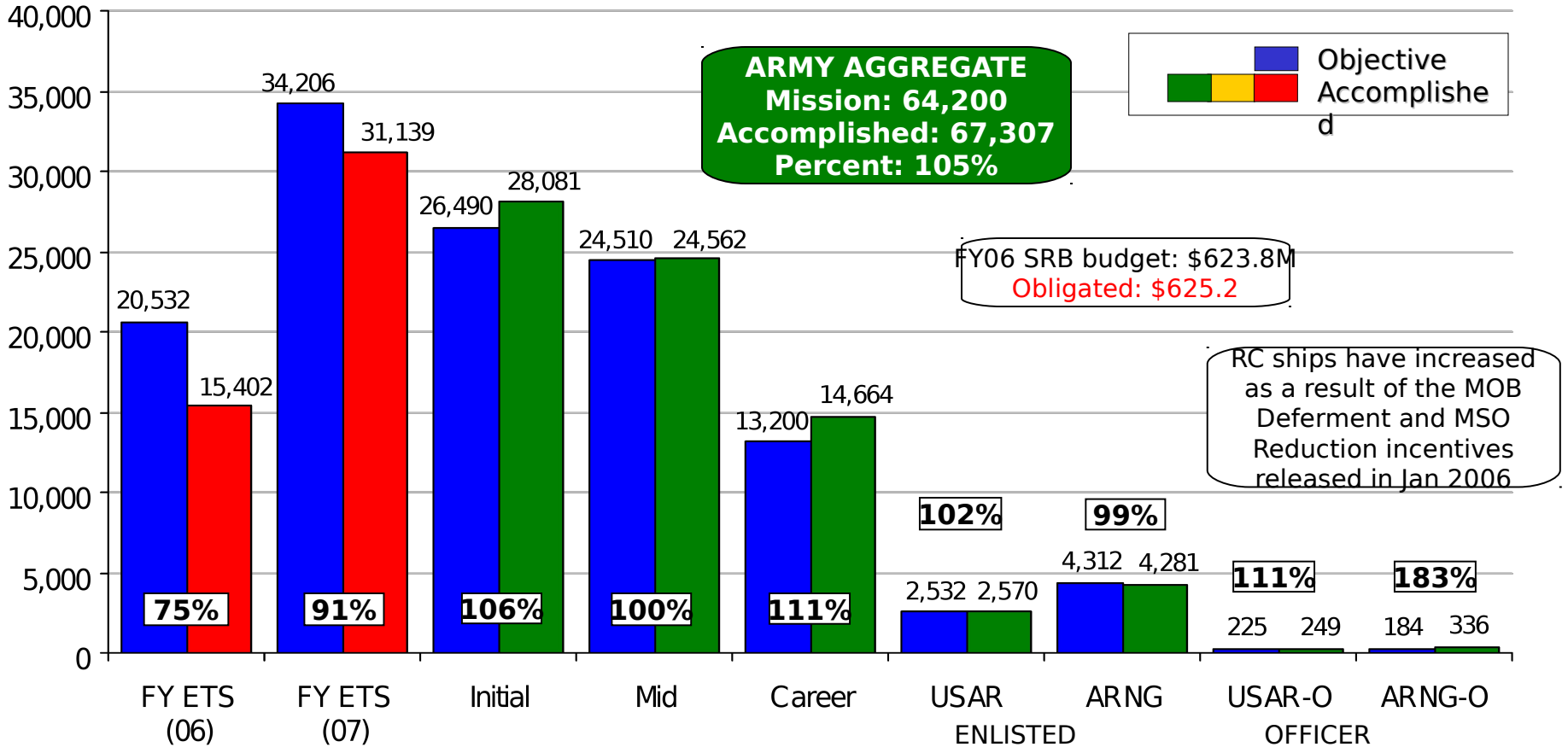
Agenda

- HRC Overview
- Retention Mission
- RETAIN Update
- EIS Operations
- RMB Operations

Active Component Division & Brigade Combat Team Stationing & Flag Designations



FY06 Reenlistment



AC Mission:

FY06 ETS: 20,532 FY07 ETS: 34,206

Total: 64,200 Initial: 26,490 Mid Career: 24,510 Career: 13,200

AC to RC Mission:

Enl Total: 6,844 USAR-Enl: 2,532 ARNG-Enl: 4,312

Off Total: 409 USAR-Off: 225 ARNG-Off: 184

As of: 5 October 06

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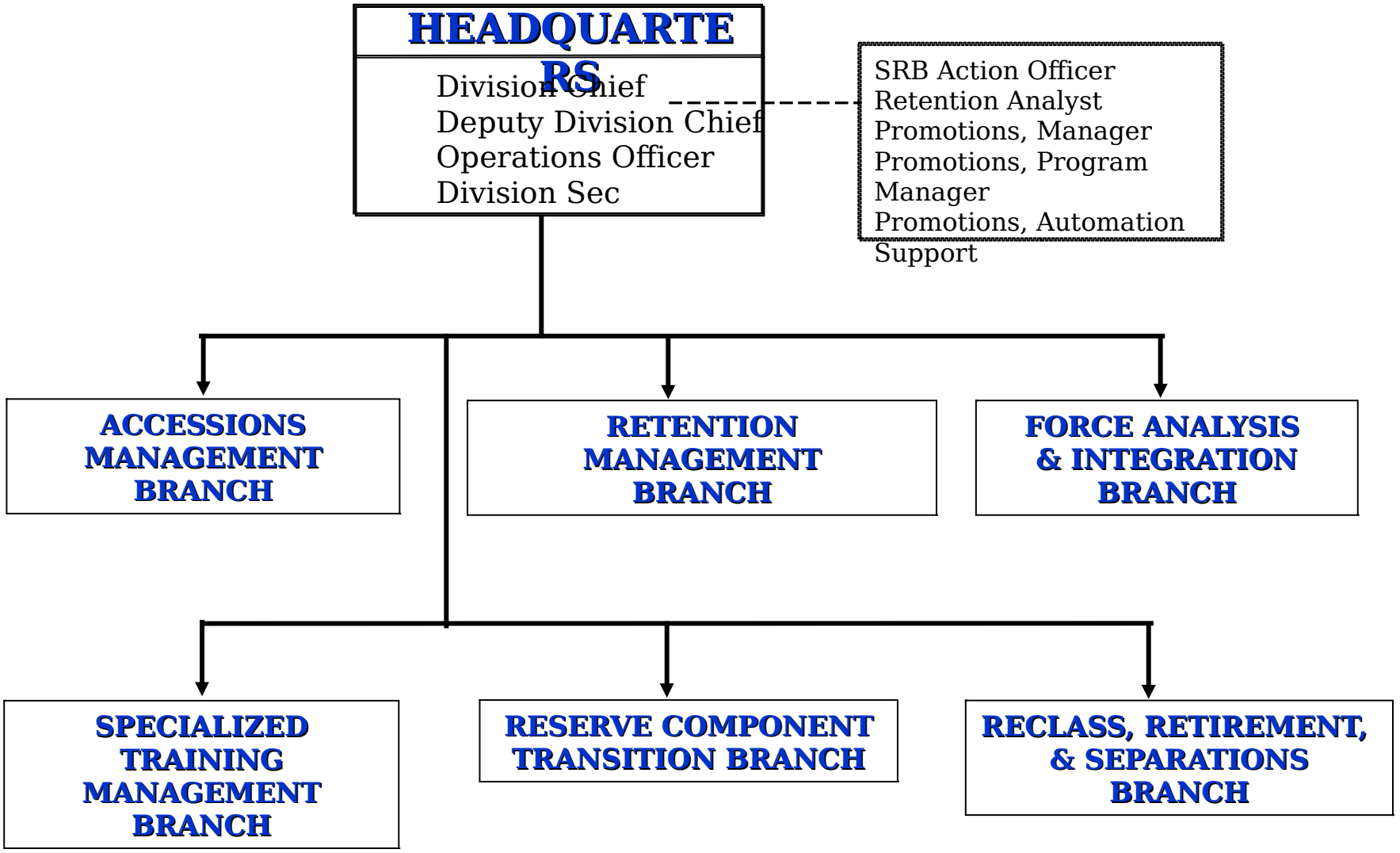
Force Alignment Division



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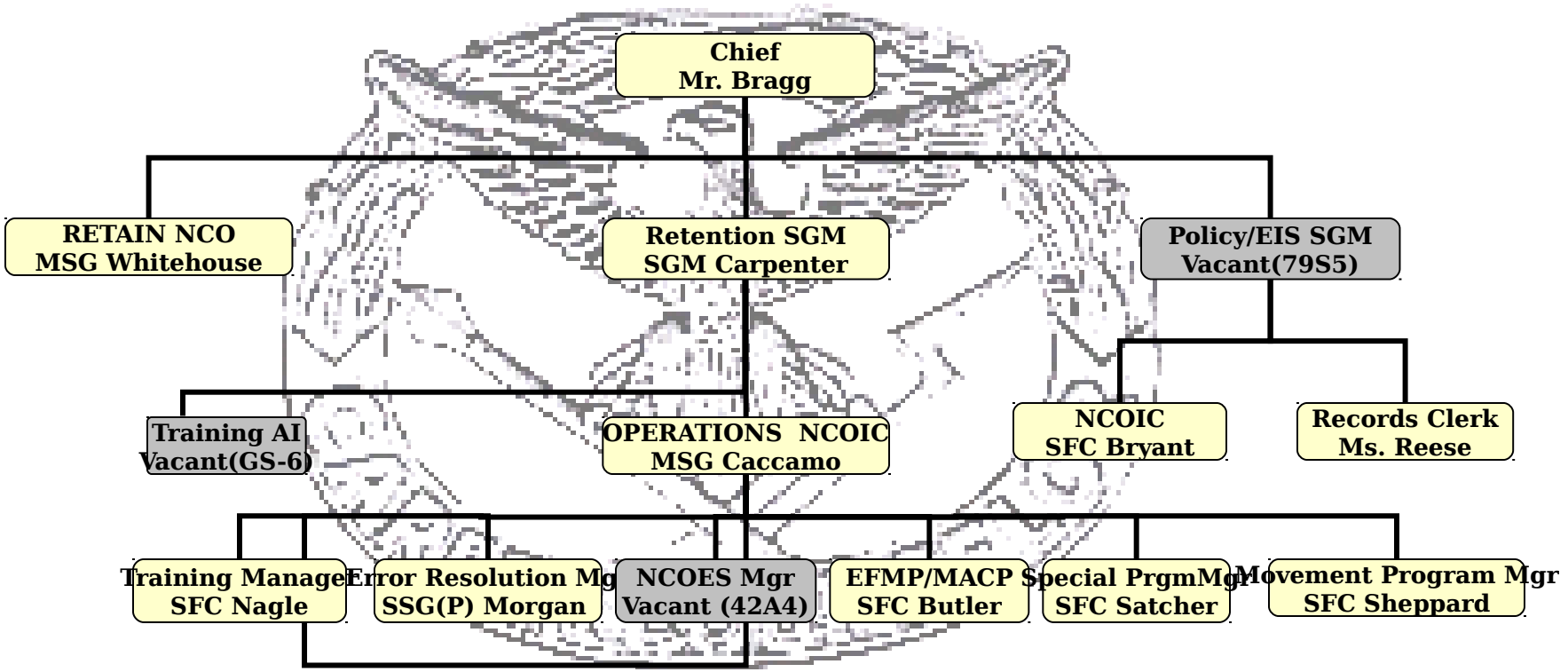
Retention Management Branch



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Retention Management Branch

RETAIN Operations

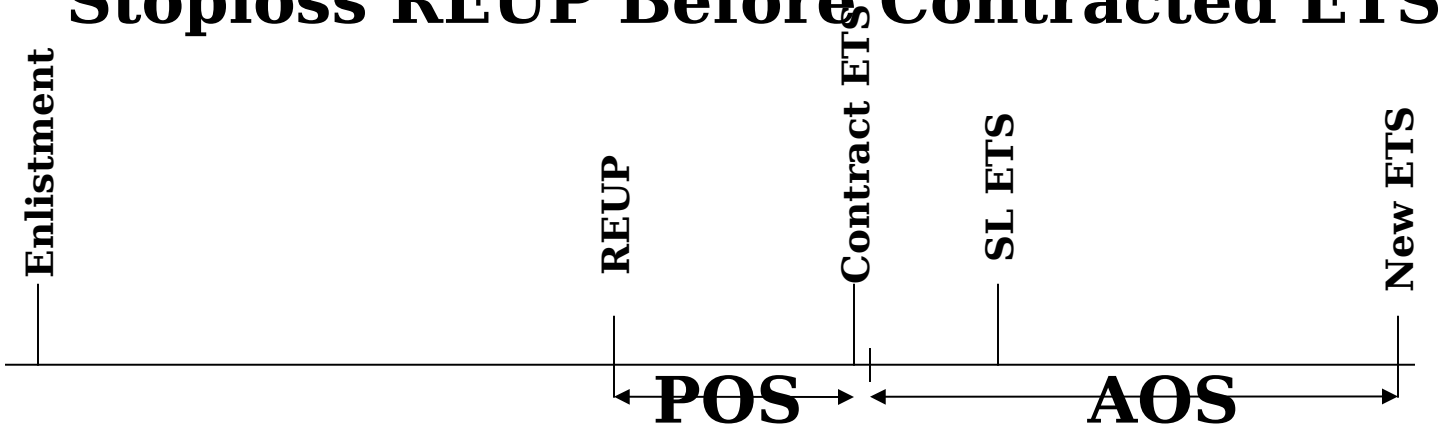
"People Always – Mission First"

Additional Obligated Service

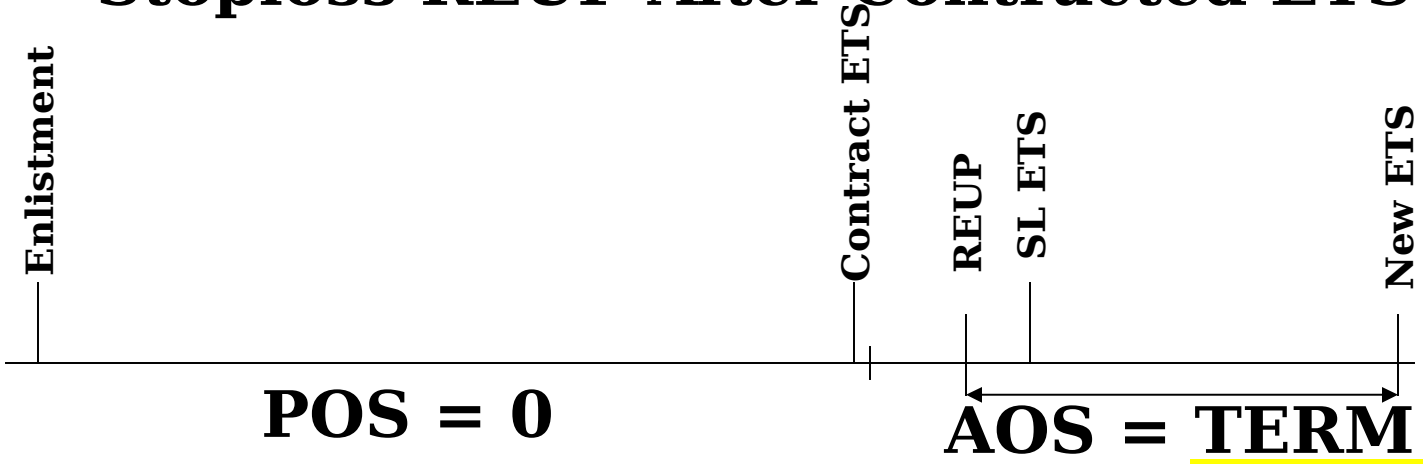
- Will be provided to DFAS upon confirmation
- Removing the SRB Discrepancy file as a filter
- RETAIN will auto-fill the AOS, but the Counselor remains responsible for accuracy
- DFAS will pay based on CAP, Multiplier and AOS entered in RETAIN
- Stoploss ETS does not effect AOS
- Extension is not considered POS until commenced

Additional Obligated Service

Stoploss REUP Before Contracted ETS



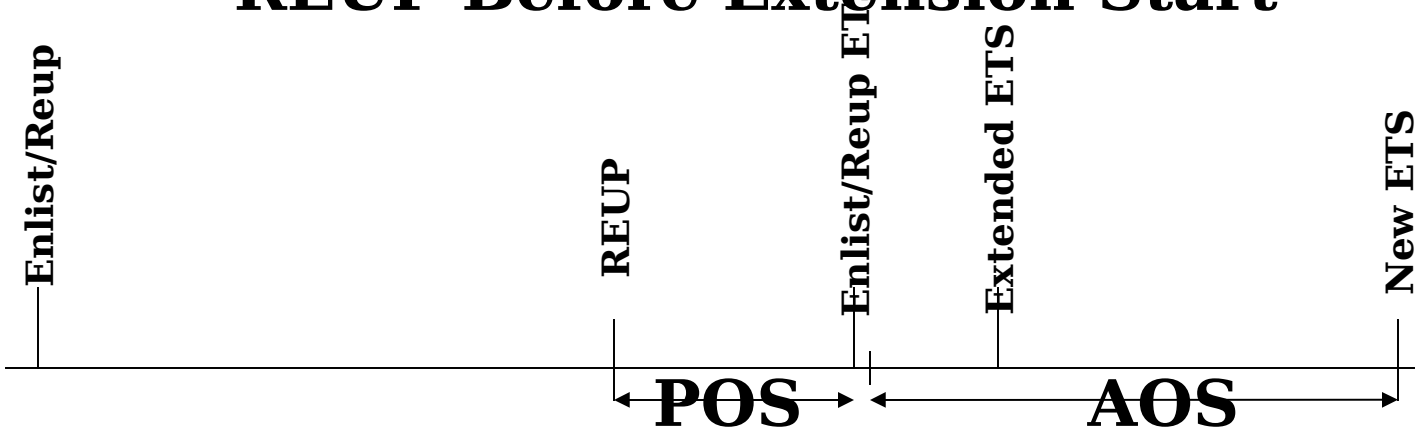
Stoploss REUP After Contracted ETS



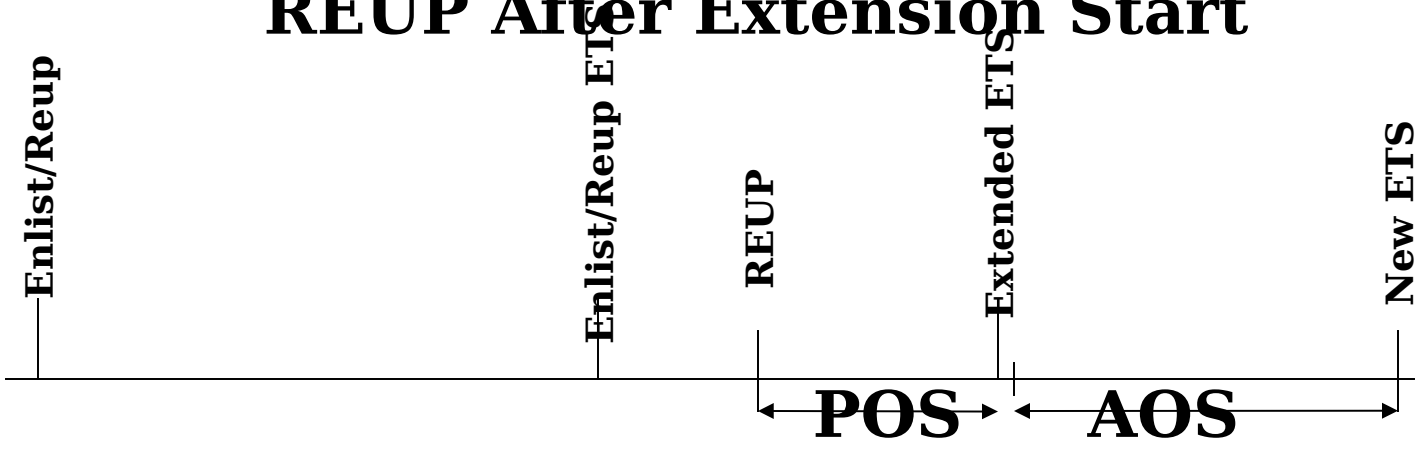
RETAIN Operations

Additional Obligated Service

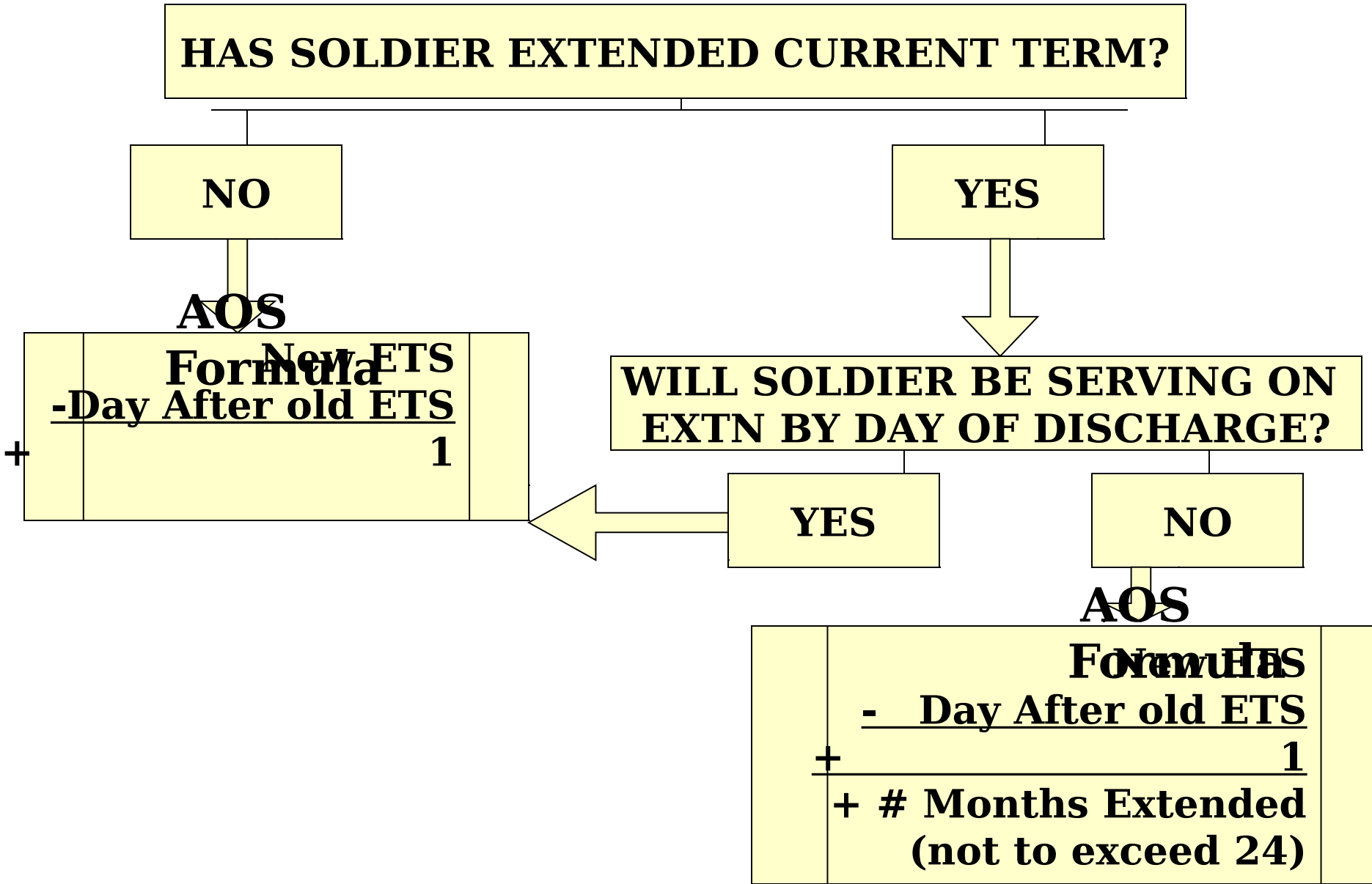
REUP Before Extension Start



REUP After Extension Start

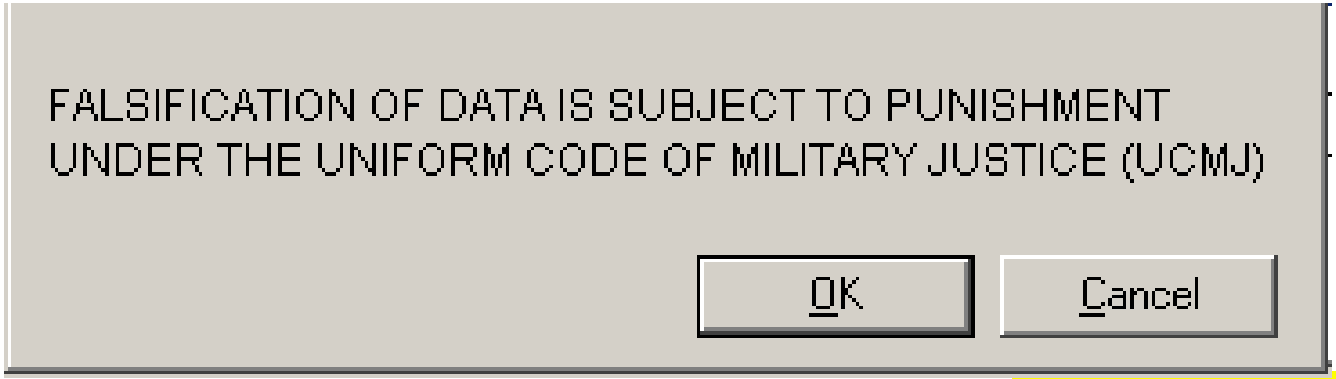


RETAIN Operations



ETS Update

- Up till now ETS update in RETAIN did not directly effect DFAS. RETAIN updated TAPDB. TAPDB would infrequently update DFAS.
- Update ETS is an Administrative adjustment to a Soldiers' separation date.
- ETS is a Career Counselor Responsibility that will not be taken lightly.



RETAIN Operations

STOPLOSS

- HRC Managed system by **unique** UICs (Not by Parent UIC).
  *S-1 to G-1 to FORSCOM (or 1PERSCOM…) to DCSOPs to EPMD to RMB
- Administrative ETS Update; Reason Codes C and CX.
- **Never** use CX to remove a soldier from Stoploss if the ETS you are giving is past their contracted ETS date.
- **Always** give the soldier 90 days for out processing unless extenuating circumstances exist.
- HRC **will not** submit a change to soldiers currently in Stoploss

  when the ETS is within 90 days. That is **your responsibility**.

Pending RETAIN Changes

- DFAS Update ETS
- DFAS Bonus DATA
- Contracted ETS Date as field in Retain
- Auto Cancel Reservations
- MGIB Transfer 2366-2 Form and data entry
- CSRB Election/Reporting

RETAIN Operations

Questions?

"People Always – Mission First"

Policy and Eligibility Inquiries Section

EIS

"People Always – Mission First"

Policy and Eligibility Inquiries Section

SFC BRYANT

NCOIC

MRS REESE

Administrative Specialist/Records Custodian

"People Always – Mission First"

EIS Operations

- **Section Overview**
  - **Provide Direct Support to**
    - **AC Career Counselors**
    - **USAREC**
    - **HRC-A RC/AC Branch**
    - **HRC-S Retired Recall**
  - **Special Actions**
    - **DD 214 RE Code Corrections**
    - **Army Review Boards Agency – ARBA/ABCMR**
    - **Inspector General Inquiries**
    - **Congressional / White House Inquiries**

EIS Operations

- **New for FY 07 - EIS Processing Messages**
  - **Purpose**
    - **to provide standardized guidance on processing procedures**
    - **streamline processing**
    - **provide a means to track actions**
  - **Categories**
    - **EIS 07-01 Hotline Processing**
    - **EIS 07-02 RCP Exceptions**
    - **EIS 07-03 DCSS Removals**
    - **EIS 07-04 Enlistment Validations / DUFEER's**
    - **EIS 07-05 Waivers / EIS Miscellaneous**

EIS Operations

- **EIS 07-01 Hotline Processing**
  - **Packet Preparation**
    - **DA 4187 and current ERB**
    - **Scanned, legible, and emailed to AHRC-EPF-P**
  - **Office Symbols**
    - **Read paragraph 3 for DA 4187 header information**
    - **Numerous regulations have old office symbols**
      - **TAPC-EPR-P and AHRC-EPR-P are now AHRC-EPF-P**
      - **RMB is AHRC-EPF-R**
      - **Retirements/Separations is AHRC-EPF-M**
  - **EIS Email is AHRCEPFP@hoffman.army.mil**

EIS Operations

- **EIS 07-02 RCP Exceptions – Hotline RCPEXCP**
  - **MSG and below**
    - **data on DA 4187 – BASD, RCP, ETS, Requested ETS**
    - **justification**
    - **advise Soldier of promotion consideration criteria**
  - **SGM/CSM**
    - **DA 4187 same as above**
    - **endorsed by MACOM CSM**
    - **recommend forwarding through Retention SGM channels**

EIS Operations

- **EIS 07-03 DCSS Removals – DCSSREM**
  - **DA 4187 and copy of DCSS**
  - **Ensure Soldier is built NELG for 9Q**
  - **Soldier will be restricted to Option 1 for a minimum reenlistment term of 3 years**
  - **Assignment is coordinated through the Career Branch**

EIS Operations

- **EIS 07-04 Enlistment Validations / DUFEER's**
  - **Enlistment/Reenlistment Contract Validations**
    - **DA 4187 and supporting documents**
    - **use to expeditiously correct errors in grade, MOS, years**
  - **Defective, Unfulfilled, Fraudulent, Erroneous Enlistment/ Reenlistment**
    - **IAW 635-200 chapter 7**
    - **EPF-P and EPF-M are the same signature authority**
    - **SRB / BSSRB issue POC is Mrs. Carroll DSN 221-4174**
    - **Enlistment Bonus POC is Mr. Brophy DSN 221-4182**

EIS Operations

- **EIS 07-05 Waivers / EIS Miscellaneous**
  - **AWOL – WAVAWOL**
    - **more than 30 days**
    - **DA 4187, ERB, DA 3072, DA 3340-R**
    - **IAW AR 601-280 chapter 3-10**
  - **EIS Miscellaneous – EISMISC**
    - **Anything not covered**
    - **Call first**

EIS Operations

Questions?

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Retention Management Branch

RMB Operations

"People Always – Mission First"

RMB Operations

- **Window for Options 24 months from ETS**
  - 12 months from movement availability (DEROS, AEA, Stop MOVE, Date Last PCS, Life Cycle End Date)
- **Option 3**
  - Based on strengths
- **Messages**
  - RMB Message 07-00 (list all FY07 Messages)
  - RMB Message 07-01 (updated with correct categories & forms)
  - RMB Messages 07-02 (explains what Categories to send HOTLINES)

RMB Information

- **Flash Message Changes**
  - 8 February Flash Message Changed
    - New tab coming (SRB replacing Retirement)
      - Inventory, Location, Deployed, CSRB, BSSRB and EB

RMB INFO	UNIT INFO	TRAINING	RETAIN NCOIC
No Change Reenlistment	**Assignment Information**	**Training Information**	**RETAIN Downloads**

KEYSTONE	RECLASS	RCR	RETIREMENT
No Change	**No Change**	**No Change**	**New Module**

RMB Operations

- **Training Procedures (SFC Nagle RMB 07-05, Current BEAR)**
  - **ASI/SQI** (Including Airborne)
    - PMOS qualified Soldier's
    - Regardless of GT score
    - Initial/MID career Soldier may submit request
    - Health Services Branch will approve all Medical ASI requests
  - **OPTION 3**
    - If requested MOS is not offered and Soldier is qualified for the Option

      send offline option hotline to OPT 3 and strength decision will be made
  - **O/S OPTION 3**
    - MOS listed on the Flash Message/Training Tab under Critical MOS List

RMB Operations

- **Training Procedures (cont'd)**
  - **Language Training**
    - Submit to Category ASI/SQI using Language Hotline Form
  - **Ranger**
    - Ranger Training
    - Assignments to an RTB (all approved by the Ranger Branch)
    - Assignment to 75th Ranger Regiment (specific MOS's only)
  - **Training Summary**
    - If Soldier is qualified for the Option and requested MOS/ASI/SQI send the request and a decision will be made based upon strengths and available school seats
    - Utilize ATRRS, DA Pam 611-21 (MOS Smartbook) and Branch web pages for MINQUALS and latest updates

RMB Operations

- **Training Procedures (Cont'd)**
  - **BEAR Program**
    - Submit hotline if requested MOS is not offered and Soldier is fully qualified
    - Ensure Soldiers are qualified for SRB zones listed
    - If Soldier's grade or status changes prior to departing for training VAL/RENO must be submitted
    - Exceptions for IN/OUT Calls will not be approved for MOS's not listed in BEAR Message 07-01
  - **Follow On Assignments**
    - All requests for follow on assignments will be sent to the TNG F/O hotline category. This includes OPT 3, BEAR and ASI/SQI training

RMB Operations

- **Movement Procedures (RMB 07-06 SFC Shepard)**
  - **Search Retain**
    - No strikes look as many times as you want
  - **If assignment not available place on Waitlist and send Hotline**
    - For one location only (Readiness (Distro) Structure)
    - We will attempt to secure the assignment
      - Using Requisitions in EDAS but not in RETAIN
        - » **Each of these Requisitions must be validated**
      - Request DISTRO to Build a REQ
    - Counter Offer will be made
      - **3 days to accept or deny because of volume of requests**
  - **Branch Personnel**
    - Have the same access to Requisitions that need Validation
    - If they give your Career Counselor a Requisition
      - Requisition must be Open (O) and (Y) coded
      - AG Template (Soldier's name and SSN)
        - » Send Hotline with the the Requisition

RMB Operations

- Option 2 Non-Deployed (RMB 07-04 MSG Caccamo)
  - This message is only for Non-deployed Soldiers
    - Soldier's is less than 6 months from ETS / DEROS / Lifecycle Start
      - Requires an Exception to Policy
        - » **Approval/Disapproval is Readiness (DISTRO) Division**
        - » Soldier's replacement may be on AI
        - » Delete Requisitions if required

RMB Operations

- Deployed Procedures (MSG Caccamo RMB 07-09(C1)
  - **E-1 or E-2 for all Soldiers**
    - Regardless of reenlistment window
    - Regardless of strength of current MOS
    - New ETS must be 1 year past old ETS
      - E-2 Turned on regardless of Soldiers ETS **(Information on Unit Info Tab)**
  - **Movement Option REUP's prior to Deployment**
    - E-3, E-4 and E-5
    - Before moved to history option must be validated
    - Training rescheduled or assignment generated
  - **Redeploying Units (Information on Unit Info Tab)**
    - Option 2 will be shut off 6 months from SMTYM end date
      - HRC determines which units are affected; normally BCT or higher
    - Approval/Disapproval is Readiness (DISTRO) Division
      - Soldier's replacement may be on AI
      - Delete Requisitions if required
    - Send E-mail Spreadsheet through Division/Installation

RMB Operations

- EFMP Procedures (RMB 07-05 SFC Butler)
  - Verification of EFMP date
    - Within last 3 years
    - Local Hospital must update, enroll & disenroll into the program
      - If soldier is not enrolled send documents to process
  - Send HOTLINE
    - Request up to 3 locations
    - RMB will use REQs in EDAS (REQs must be validated)
    - Submit to Readiness Division if no REQs available in EDAS
    - Once REQ is obtained EFMP sreening is initiated
      - **EFMP Branch** can only screen for one location at a time…if services are not available; process for second location
    - Counter offer made if 3 locations or services are not available
      - Move quickly
      - Counter offers must still be screened for EFMP

RMB Operations

- MACP Procedures (RMB 07-07 SFC Butler)
  - **Verify Enrollment/Disenrollment**
    - Married Soldiers in MACP but not in EDAS
      - Fax copy of approved MACP DA Form 4187
      - Fax copy of disenrollment from MACP DA Form 4187
  - **Send hotline**
    - Submit 3 locations
      - Requisitions available in EDAS (Some must be validated)
      - Submit Locations to DISTRO Division
    - Soldier's will be locked in
      - Both in window (COMP in RETAIN)
      - 1 in window (COMP in RETAIN) other placed on AI
    - Counter will be made
      - Move quickly
  - **Option 3 and ASI reenlistments and BEAR extensions where the Soldier's are enrolled in MACP**
    - Send hotline not earlier than 8 months from course start date
    - PCS length training the follow on AI is executed by the Branch

RMB Operations

- Resolution Procedures (RMB 07-03 SSG(P) Morgan)
  - **Customer Service**
    - **Move Reservation to History** (If Reclass related, send to category RECLASS)
    - **Change DDPSTA** (If Reclass related, send to category RECLASS)
      - If current DDPSTA is L, N or M, send supporting documents
    - **Confirmation assistance**
      - Field User: Up to 3 days
      - MACOM: Up to 14 days
    - Any other action not covered by other category
    - EDAS/ATRRS Errors
    - Reset Options
  - DEL/DEF
    - Can not adjust more than 120 days forward or backwards. (Determined by REQ: eg.-9J200606A124 can only be moved from 0602 to 0610)
  - Waive Reenlistment Commitment
    - New category

RMB Operations

- **Resolution Procedures (Cont'd)**
  - **VAL/RENO**
    - Used when issues arise which would change what has been guaranteed in item 8b(1) of the DD Form 4.
    - Used for making any changes to training dates under BEAR or Opt 3.
  - **SRB**
    - Used only when SM has not yet received his/her bonus entitlement or bonus was taxed in error (Ensure CZ has been entered in DJMS for date of reenlistment)
    - DO NOT SUBMIT SRB HOTLINE FOR ERROS RESULTING IN CASHING IN ACCRUED LEAVE.
    - DOUBLE CHECK YOUR AOS AND **EXTN HISTORY**.

RMB Operations

Questions?

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Retention Management Branch

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